

**DVFA OFFICER'S SPECIAL MEETING**  
**September 22, 2010**  
**Dover Fire Dept**

President William F. Tobin called a Special DVFA Officer's meeting to order at 1900 hours at the in the Board of Director's Room in the Dover Fire Department and welcomed all in attendance. No invocation or flag salute was offered.

**Attendance:**

President William F. Tobin  
First Vice President Charles W. Frampton, Jr.  
Second Vice President Charles H. Boyer  
Director Ronald H. Marvel, PP Sussex County  
Director Les McCourt, Elected Director New Castle County  
Director Richard Perillo, President New Castle County Volunteer Firefighter's Assoc.  
Director Joe Zeroles, Director Kent County  
Director David Snell, President Kent County Volunteer Firemen's Association  
Office Manager Melissa R. Kiser

President William Tobin stated that this meeting was called to discuss the importance of being involved and getting informed of the meetings the previous Executive Secretary attended as well as discuss and develop new position job duties.

Everyone was provided with over a year's worth of meetings the Executive attended and important dates were discussed as to what meetings needed representation. Melissa Kiser was then asked to try to contact someone from organization to inform them of the change and to direct all correspondence to the DVFA office. Some of the important meetings included DEMSOC, Homeland Security, Safer- R&R Grant, Gov. Homeland Security Terrorism, 800 Next Generation Comm., SERT, DVFA Foundation, Revolving Loan, DEMA, Del Dot Railway Comm, Del Homeland Sec Working Group, NIMS, State Interoperable Com, DEMSOC Annual Report, DVFA Conference, WMD Committee, Rescue Billing.

President Tobin then stated there would need to be a bylaw change to remove the Executive Secretary as a director of the association. Rich Toulson indicated his committee was in the process of making the recommended change.

President Tobin stated there is a full time qualified person working in the DVFA office to handle day to day operations, and that what needs to take place is have a new position developed to allow someone to be able to represent the DVFA at all necessary functions. All present agreed.

President Tobin then asked if anyone present created any talking points to be used for an employee handbook for the new position in question to be developed. He then started around the table and all were free to comment.

Director Snell Mentioned the Following talking points

- Attend all meetings in and out of state that require a fire service representative
- Salaried at 900.00 a week , 46000 a year , and they must pay all expenses
- Must be familiar with all fire grants and apply
- Must attend all Chiefs meeting
- Must attend all Firefighter's Association meetings
- State fire Commission meetings
- As well as Conference meetings of neighboring states.

Director McCourt also agreed with Director Snell's recommendations, but stated he thinks the position should be made a salary position which would allow the position in question not to require overtime or Comp time.

Director Zerles stated he did not have any talking points at this time.

Vice President Boyer also did not have any talking points.

Vice President Frampton stated It would be in the best interest to create a cap on all sick time and vacation. It was agreed that a cap should be placed that no more than two years (15 working days) of vacation could be held at anytime. It was also suggested by First VP Frampton that Sick time be accumulated until time of departure then all sick time is lost. All present agreed.

Director Marvel Also mentioned the importance of looking into hiring a lobbyist to represent the DVFA at legislative Hall and to keep it separate from the duties of the developing position. This way if people are unhappy with the performance of the lobbyist they can be terminated without losing the person responsible to attend the other meetings in question. Director Marvel also stated it is the job of the person to attend these important meetings to be the face of the Fire Service. To represent the DVFA but also have a professional title to have some meaning when facing important personnel.

Director Toulson mentioned the following talking points as his recommendations-

- Have a salary of \$39,000 a year @37.5 hours a week or \$20.00 per hour
- Leave time 20 days a year max allowing employee to carry over a maximum 10 days per year
- Overtime at one-half per hour after 37.5 hours
- Employee would be allowed to accumulate a maximum of 75 hours unless approved by the Board of Directors.
- The employee would be compensated a maximum of 30 hours of leave and 75 hours of compensation
- Represent the Association at other meetings or conferences and perform other duties as designated by the \_\_\_\_\_
- Prepare written brief on meetings attended and present report at DVFA Board of Director's Meetings or as requested \* a note was made to make this a monthly report

- The coordination of the affairs of the Association under the direction and supervision of the \_\_\_\_\_
- Attendance at all the DVFA meetings unless excused by the President
- Coordinate and develop agenda's with the President and BOD for all meetings and the Annual Conference.
- Serve on Government Affairs committee and may be requested to be a representative and monitor proposed legislation for its effects on the fire service.
- These duties may be changed or added to at anytime by approval of the BOD as long as the general scope and substance of this position is not altered from original intent
- The \_\_\_\_\_ shall be paid a salary and receive benefits as decided by BOD, as well as the expenses related to the position.

Director Perillo stated that this position should be 30-35 hours a week and attend all daily meetings in the state. He then brought up his concern with reimbursement for mileage as well as expenses. It was also suggested the position should be given a "flex spending" account to use on expenses and this would allow better control on excessive spending.

President Tobin asked if any present would want to serve on a working committee to develop an employee handbook for the position in question. Joe Zeroles, Rich Perillo, Dave Snell, and Rich Toulson will assist.

President Tobin also asked Rich Toulson to discuss with the directors the bylaws to make the necessary change. This will be with Charles Frampton and Charlie Boyer.

President Tobin indicated DVFA Legal Council John Brady spent over 20 + hours working with the recent separation of the Executive Secretary and would have charged 2500.00. But said he would settle for 1600.00. Motion by Rich Perillo to Pay 1600.00 for legal counsel seconded by Dave Snell, motion Unanimously Carried

A motion was also made by Rich Perillo to allow the DVFA Legal Council receive a new pocket badge and be added to the DVFA Letterhead. Seconded by Dave Snell, motion Unanimously Carried

Rich Toulson then asked about the Office Manager's pay with the increase of duties being asked of her. Melissa Kiser was asked to leave the Board room for a brief discussion. After a short period Melissa returned to the boardroom and was informed her pay be increased by two dollars an hour and will be reevaluated in December.

The meeting was adjourned at 2100 hours by President Tobin

Respectfully Submitted,  
Melissa Kiser  
Melissa R. Kiser  
DVFA Office Manager